

Graphics – Teacher’s Guide

Teacher’s Guide/Suggestions

Graphics are great for low-literacy level learners. Often they can better express themselves, or create better-looking results than with text. While daunting at first, even the lowest-level student can soon master the simple commands of inserting pictures. When pictures are involved, students are eager to spend the time necessary to learn dragging (to resize or move) and more complicated file management. We have a central file server, but these exercises can be done with a clip-art CD or the internet.

Activities

Flyer

The most basic activity is a one-page flyer. Create one to sell a car, list the details on the board (or on paper). Have the students insert a picture of the car (Insert >Picture/Graphics > From file...) either from disk, CD, or the network. Let the students decide how to put the information down. Use font attributes if the students are proficient. Next have the students think of something they want to sell (or pretend they want to sell). Write down all the information they can think about the object (on paper). Find a picture of the item (on the internet at images.google.com or the like, or from clip art, or from a disc). We have a vibrant farmers’ market, so sometimes we use clip art of vegetables and fruit and the students create a price list they can use that weekend.

Card

We have two card templates. One works well for two sided printers and the other is one sided. We make Mother’s Day cards and birthday cards.

Class roster

Take a picture of students with a digital camera, or have them take the pictures. Create a table with twice as many squares as people. Insert the picture and then type the name underneath. If you finish early, have the students choose a color/font/size they want their name to be and have everyone copy.

Story page

Take pictures from a field trip, or let them bring in pictures of their family. Have the students create a table with twice as many cells as pictures. Insert the picture and then have them type a story about the picture. Collect and create a book if you want.

Recipe Books

Write out a recipe on paper. Learn food words, measurements, and sequences. Find a picture of the food (on the Internet/in clipart/on disc) or take one. Insert the picture and type the recipe.

Calendar

Have the students bring in twelve photos and make a calendar. Create a table for the days (7x5 or so). Insert a picture on even pages and a table on the odd pages. This is a complicated endeavor and could take 7 or more hours.